

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 31-601

AIR FORCE MATERIEL COMMAND

Supplement 1

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Security

**INDUSTRIAL SECURITY PROGRAM
MANAGEMENT**

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This supplement is applicable to US Air Force Reserve units and personnel tenant on AFMC installations.

SUMMARY OF REVISION

This document is substantially revised and must be completely reviewed. It aligns its guidance with the revised Air Force Instruction 31-601, 1 April 2000, *Industrial Security Program Management*. Revision includes updating of symbols; provisions for NISPOM visitor groups with security procedures; addition of requirement for cleared facility and visitor group data to Air Force Policy Directive 31-6, *Industrial Security*, RCS:HAF-XOFI(A)9224, Industrial Security Measurement Report; and requirement for ISPMS or program office security representatives to coordinate on transportation plans for FMS cases.

AFI 31-601, 22 November 2000, is supplemented as follows:

1.2. This supplement provides guidance for establishing on-base contractor visitor groups operating under the NISPOM and installation security procedures.

1.4. Submit requests for interpretation, clarification, or waiver through the AFMC Information Security Program Manager (ISPM), HQ AFMC/SF.

1.5.1. The servicing ISPM provides security oversight and support to cleared contractor facilities when the Installation Commander (IC) retains security cognizance.

1.5.3.1. (Added) HQ AFMC/SF is responsible for the AFMC Industrial Security Program.

1.5.3.2. (Added) HQ AFMC/SF is the command's office of primary responsibility for Program Protection.

1.5.5.1. (Added) HQ AFMC/IN is the Senior Intelligence Officer (SIO) for AFMC. The servicing Special Security Officer (SSO) is responsible for approval of the SCI portion of the DD Form 254, **DoD Contract Security Classification Specification**.

1.5.6. HQ AFMC/SC is responsible for Automated Information Systems (AIS), Communications Security (COMSEC), Emissions Security (EMSEC), and For Official Use Only (FOUO) programs within AFMC.

1.5.7. HQ AFMC/DO manages the AFMC Operations Security (OPSEC) program.

1.5.8. HQ AFMC/PA manages the AFMC Public Affairs program.

1.5.9. The IC designates the ISPM as the authority to provide industrial security supervision over on-base contractor operations and personnel.

1.6.1.2. Include AFFARS clauses 5352.204-9000, *Notification of Government Security Activity*, and 5352.204-9001, *Visitor Group Security Agreements*, in solicitation and contract documents requiring contractors operating on AF installations to access classified information.

1.6.1.2.1. (Added) Primary security managers notify the ISPM when contractors work on the installation or at the site with their organizations for periods of 30 days or more continuously. This applies to contractors that require access to classified information and those that do not. ISPMs maintain lists of contractor groups by categories (cleared facilities, integrated visitor groups, NISPOM visitor groups, or unclassified).

1.6.1.2.2. (Added) Establish VGSA with contractor groups working on classified contracts on the installation for 90 days or more continuously if they are not identified as cleared facilities.

1.6.1.2.3. (Added) Consider establishing VGSA with contractors supporting classified contract on the installation for less than 90 days continuously when there is a requirement for specialized/supplemental security requiring alarms, guards, etc.

1.6.1.4. Identify the servicing ISPM as the authority for contractor oversight in the local supplement to AFI 31-601.

1.6.2.4. ISPMs monitor required biennial review dates of DD Forms 254 issued by local contracting office and track completion. Contracting officers notify prime contractor and other recipients of original DD Form 254 if guidance is current and correct. Retain a copy of the notification memo with file copy of DD Form 254. Issue revised DD Form 254 if changes are required.

1.6.5.1. Identify ISPM responsible for oversight and administration of the Industrial Security Program in local supplement to this AFI.

1.6.5.2.1. (Added) In accordance with AFD 31-6, para 7, integrate on-base contractor operations into the installation Information Security Program unless mission or performance requirements demand contractor groups to be designated as NISPOM visitor groups. The ISPM will evaluate NISPOM visitor groups under the NISPOM, the contract, and VGSA requirements. This should be the exception not the rule.

1.6.5.5.1. (Added) Maintain a folder on each cleared facility over which the installation commander retains security cognizance.

1.6.5.10. (Added) ISPMs submit the data required for the AFD 31-6, *Industrial Security*, RCS: HAF-XOFI(A)9224, Industrial Security Measurement Report, requirements to HQ AFMC/SFX by 1 October annually. ISPMs also submit data on the number of cleared facilities, integrated visitor groups, NISPOM visitor groups, and resident contractors working on unclassified efforts (by company name and number of employees) at that time.

1.7.2. The ISPM notifies HQ AFMC/SFXP by the end of the next duty day IAW AFI 31-401/AFMC Sup 1, para 9.2.3.

1.8.1.1. On-base NISPOM visitor groups notify or submit appropriate reports or information to the ISPM.

1.8.3.2.1. If the visitor group involved is operating as a NISPOM visitor group, identify that group in the report.

2.1.2. Route interim TS facility security clearances through local ISPM and HQ AFMC/SF.

2.1.3.4. (Added) Contracting officers (COs) verify facility security clearances through the Defense Security Service (DSS) Central Verification Authority (CVA) or DSS Secure Web Site. When COs require assistance to verify a facility security clearance, they contact the servicing ISPM.

2.2.3.2.2. Forward requests for non-SAP NIDs through the local ISPM to HQ AFMC/SF for submission to HQ USAF/XOFI. Local ISPM and HQ AFMC/SF review and coordinate as appropriate.

2.3.4.3. Route interim Top Secret PCL through the local ISPM and HQ AFMC/SF for submission to HQ AFMC/CC.

2.3.5. (Added) OC-ALC/PK acts as the nominating commander on requests for personnel security investigation requests for contractors supporting presidential activities. See DoD 5200.2-R, *Personnel Security Program*; AFD 31-5, *Personnel Security*; and AFI 31-501, *Personnel Security Program Management*, for additional guidance.

2.4.1. Sponsoring Air Force organizational security managers submit requests for contractor unclassified AIS personnel security investigations to the servicing ISPM for processing IAW AFI 31-501.

3.1.4. The contractors' facility security officer or visitor group security POC for security will provide initial and recurring security training to NISPOM visitor group contractors. NISPOM visitor group employees may be included in AF unit security training programs.

4.1.2. AF program, project officers, or activity POCs must involve the ISPM early in the acquisition process when contracts require contractor access to classified or unclassified sensitive information or enhanced physical security for products while under the contractor's control.

4.1.3.1. (Added) Use the DD Form 254 to convey contractual security classification guidance to foreign contractors. For complex classification issues, attach Country Specific Guides or extracts of SCGs applicable to the foreign contract performance that are releasable to the government of that country under National Disclosure Policy. DoD security classification guides (SCGs) are not releasable to foreign nationals or governments unless approved by the responsible Foreign Disclosure Officer. Coordinate all proposed releases with the local Foreign Disclosure Office.

4.2.4. (Added) ISPMs at installations with Contractor Engineering and Technical Services (CETS) performance requirements coordinate on draft DD Forms 254 submitted to ASC/PKWT for consolidation and issue of overall contract DD Form 254.

4.3.2. See paragraph 1.6.2.4 above.

4.3.4. (Added) Identify the responsible program manager or project officer by name, organization, address, and phone number in Block 13.

4.4.2. When performance will be on an Air Force installation, identify the servicing ISPM by office symbol and address in Block 13 of the DD Form 254. For contract performance outside the CONUS, place an "X" in Block 17f with a note, "See Block 13." In Block 13, enter the office symbol and mailing address

of the overseas cognizant security office.” In addition to the distribution indicated in Block 17, make distribution to the security offices listed in Block 13.

4.5.1. Execute VGSAs with contractor groups visiting 90 days or more consecutively. Consider executing VGSAs with contractors visiting periodically for periods of less than 90 days if they require supplemental security using alarms, security guards, etc.

4.5.5. ISPMs may not delegate authority to sign VGSAs. Host activity commanders and program managers or their designees sign VGSAs in addition to ISPMs.

4.5.6. An authorized representative of the sponsoring cleared facility's management staff (e.g., the facility security officer) signs VGSAs.

5.1. The IC delegates authority to the ISPM to determine the designation of on-base visitor groups as cleared facilities, integrated visitor groups, NISPOM visitor groups, or intermittent visitors. Document ISPM authority in local supplement to this AFI.

5.4. Sponsoring host AF activity commander or staff agency chief determines the security requirements under which intermittent visitors operate.

5.6. (Added) NISPOM Visitor Group. NISPOM visitor groups operate in accordance with the NISPOM, VGSAs, and installation security program requirements. They handle, generate, process, and store classified information separately IAW AF guidance described in VGSAs. Their access is limited to need-to-know contract-specific classified information.

6.1.1. ICs have security cognizance and ISPMs provide security oversight and support to three Federally Funded Research and Development Centers that operate as cleared facilities. The ESC IC has cognizance over MIT Lincoln Laboratory, Lexington, MA, and The MITRE Corporation, Bedford, MA. The SMC IC has security cognizance for Aerospace Corporation, El Segundo, CA.

6.1.2. ISPMs conduct security reviews of cleared facilities at least annually.

6.2.4. NISPOM visitor groups establish and maintain files including the documentation listed in paras 6.2.4.1 through 6.2.4.6.

6.2.4.4.1. (Added) NISPOM visitor groups receive and maintain copies of their last ISPM industrial security review reports.

6.2.4.4.2. (Added) Integrated visitor groups are included in ISPM program reviews of their host activities. These groups receive and maintain copies of information pertaining to their groups from their host government activities' program review reports. They do not receive or maintain the entire report.

6.2.4.5. Unit security managers maintain copies of the host activities' self-inspections. Integrated visitor groups maintain portions of self-inspection reports applicable to their operation.

6.2.5. Brief managers of visitor groups operating under the unit's Information Security Program on discrepancies or issues involving the visitor group and its personnel. Briefings concerning the overall status of the AF unit's Information Security Program are presented to unit management personnel. Provide appropriate portions of unit program review reports to individual visitor groups.

6.2.5.2. (Added) For NISPOM visitor groups, ISPM representatives brief visitor group managers and host activity management personnel on the status of the visitor group's security program. The ISPM provides industrial security review reports to both the contractor's sponsoring cleared facility and the host government activity.

6.2.6.1. (Added) The ISPM will maintain files/records on each NISPOM visitor group.

6.2.7. (Added) The ISPM will conduct industrial security reviews of NISPOM visitor groups IAW the NISPOM and VGSAs. The ISPM will conduct these reviews separately from host unit Information Security Program Reviews. NISPOM visitor groups will conduct self-inspections of their security programs in accordance with the NISPOM.

7.2. The IC delegates authority to the ISPM to determine contractor group designations (intermittent visitor, integrated visitor group, NISPOM visitor group, or cleared facility). Contractor activities may be designated NISPOM visitor groups IAW AFD 31-6, paragraph 7, only when it is required by the mission, operational requirements, autonomous nature of a visitor group's operation or other factors.

7.3.2. Installation commanders establish visit request procedures in local supplements to this instruction. The responsible AF activity is also the authorizing/approval authority for incoming visit requests for NISPOM visitor groups and intermittent visitors.

7.3.4. (Added) AFMC Form 97, **Visit Request**, may be used to transmit the information required by DoD 5200.1-R, *Information Security Program Regulation*, and DoD 5220.22-R, *Industrial Security Program Regulation*, for U.S. military members or civilian personnel visiting contractor facilities.

9.1.2. NISPOM visitor groups use approved Air Force AISs and networks to process classified and sensitive unclassified information.

9.1.3. Contractor employees who require access to classified government AISs, networks, or information under the terms of a government contract must have security clearances. The facility security officer processes these clearances under the NISPOM. Uncleared contractor employees who require access to unclassified government information systems require personnel security investigations and trustworthiness determinations processed through the servicing ISPM in accordance with DoD 5200.2-R and AFI 31-501.

11.5. (Added) The contract or letter of agreement that requires transfer of classified material to a foreign government at a point within the U.S., its territories, or possessions must designate a point of delivery and include a transportation plan or requirement to prepare a transportation plan IAW the DoD 5105.38-M, *Security Assistance Manual*; DoD 5200.1-R; and AFI 31-401.

11.5.1. (Added) ISPMs or security representatives in program offices coordinate on transportation plans drafted by program offices for transfer of classified material supporting Foreign Military Sales cases to foreign government representatives within the U.S., its territories, or possessions to ensure plans comply with requirements in DoD 5105.38-M, DoD 5200.1-R, DoD 5220.22-M (if applicable), and AFI 31-401.

11.5.2. (Added) Local ISPMs must be involved with responsible program offices early in the planning stages in establishing special protection requirements for contracts with performance on foreign government installations that require contractors to access and maintain classified that is not releasable to the customer country government.

11.5.3. (Added) The foreign government involved in an FMS contract normally assumes industrial security oversight and control of contractors supporting FMS requirements on their installation and impose their own industrial security program on the classified contract unless there is a requirement for contractor access to classified information that is not releasable to the foreign country. If FMS contract support is on a U.S. Government installation, the appropriate DoD or U.S. military authorities provide security oversight and support.

Terms (Added)

NISPOM Visitor Group---An on-base contractor operation that does not meet the requirements of a cleared facility or integrated visitor group. A NISPOM visitor group operates in accordance with the NISPOM and installation security program requirements. They handle, generate, process, and store classified information separately IAW their contracts and guidance provided in the VGSA. The visitor group has access to a security container or containers under the visitor group's control. Their access is limited to need-to-know contract-specific classified information. The ISPM conducts industrial security reviews in accordance with the NISPOM.

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